

MADERA COUNTY
DEPUTY PUBLIC GUARDIAN

DEFINITION

Under direction, to perform conservatorship, guardianship, representative payee services, and public administrator services for persons referred or appointed to the Public Guardian by the courts, or as required by law; to perform services required in the administration of estates; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in investigating referrals from the Department of Social Services, the Department of Behavioral Health Services and the Central Valley Regional Center to determine whether referrals are eligible to be placed under guardianship/conservatorship; ensures completion of necessary documents for the proposed conservatorship; conducts interviews in a variety of locations with relatives, friends, and/or those who have business relationships with the conservatee; interprets program regulations and other pertinent material to the conservatee and concerned parties; reviews and analyzes information concerning income, resources and financial obligations, medical condition/treatment and placement of conservatees; prepares report of findings and/or recommendations to the Superior Court regarding prospective conservatees; collects and deposits all income and debts due clients; reviews and analyzes monthly financial statements; manages the financial affairs of persons under conservatorship and the representative payee program; may be called upon to testify in court; responds to correspondence; prepares correspondence; assists in inventory and appraisals of estates, taxes and budget reports; visits and transports conservatees when needed; attends care givers planning meetings; provides the Public Guardian with input into conservatees future care; assists with the preparation of claims submitted by veterans to the Veterans Administration; prepares a variety of personnel related records including payroll, SDI, workers' compensation, absent without pay, status changes, and leave balances; monitor and submit claims for office expenditures.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies, procedures and programs of the State Department of Social Services, Madera County Department of Social Services, Behavioral Health Services and Superior Court.

Pertinent Federal, State, and local laws, codes, and regulations including those related to the Public Guardian function.

Socioeconomic backgrounds, human behavioral problems, and other social factors that affect the Public Guardian Program.

Investigation and interviewing methods and techniques.

Basic methods and practices of financial and statistical record keeping.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Effectively communicate with others diverse socioeconomic and cultural backgrounds.

Make accurate arithmetic computations relating to household budgeting and business problems.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of experience in working with public guardian, conservatorship or estate management functions and financial records.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, accounting, social welfare, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including some ability to travel to different sites and locations.

Effective Date: November, 2006